

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Redundancy**

Dear [Employee Name],

I am writing to formally inform you that [Company Name] has recently experienced a significant loss of business due to the departure of a major client, [Client Name]. As a result of this loss, we have had to review our current staffing requirements to ensure the future viability of the company.

Regrettably, this downsizing process means that your position as [Job Title] is being made redundant, effective [Last Working Date].

This decision is in no way a reflection of your individual performance or contribution to the team. It is strictly a business necessity based on the reduced workload following the loss of this contract.

Regarding your transition:

- **Final Pay:** You will receive your final salary payment on [Date], including any accrued but unused vacation time.
- **Severance:** [Detail severance package if applicable, or delete this line].
- **Benefits:** Your health insurance and other benefits will continue until [Date].
- **Reference:** The company will provide a positive professional reference to assist in your future job search.

We will schedule a meeting on [Date/Time] to discuss the next steps and answer any questions you may have regarding your final compensation and transition support.

Thank you for your hard work and dedication during your time with [Company Name]. We wish you the very best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]